

Questions & Responses

For

IFB #SCC-13-016-CLK

Services to Provide Monthly & Annual Notices on behalf of the
Clerk's Office

	Questions	SCC Response
1	Would consideration be given if the backup facility does not meet the required at 100 miles away from the primary facility.	Section V, 24. <i>Back-up Production Facility</i>, the contractor shall have a back-up production facility available at least 100 miles away from the primary production facility.
2	Current Incumbent	NCP Solutions, LLC
3	Current Contract Value	\$132,249.50
4	Prior Bid Tabulation	Pinnacle Data Systems- \$97,833.00 DataMax- \$172,168.00 Americomm, LLC- \$143, 353.00 NCP Solutions, LLC- \$132,249.50
5	Exhibit 11. Run Schedule. Are these dates that files are produced and sent to the vendor or dates that files are to go into print production or mailed etc.?	The “Run Date” represents the date the file is generated and sent via FTP to the print vendor.
Pre-Bid Conference Questions & Responses		

6	Can a bid response for this IFB be emailed?	No, the bid response cannot be emailed. The Invitation For Bid (IFB) is a competitive <u>sealed</u> bidding process.
7	Page 6, Section V. Scope of Work/Specification, Paragraph 1, Copy – states” <i>The SCC will be entitled to submit one editorial change per year, per notice and envelope</i> ”. Can you provide an example of an editorial change for an envelope?	An editorial change would involve a change to existing text on the face or back of the envelope.
8	If the SCC requested an editorial change to an envelope would the SCC be amenable to using the existing envelopes that would be left in inventory prior to moving to the new envelope?	The SCC would work with the contractor to use up the old envelopes as long as it was a reasonable amount and the change was not deemed critical. (an example of a critical change would be an address or a textual error)
9	Regarding the printing on the envelope flap, would that be for the inside or outside of the envelope?	All printing is to occur on the outside of the envelope.
10	Does the text on the outside of the envelope change very often?	No, changes to text are very infrequent.
11	There is no targeted award date for implementation referenced; can you provide a target award date?	The SCC’s goal is to have an award completed by December 9, 2013.
12	Page 7, Paragraph 11. Postage –states “ <i>Contractor shall affix postage to all notices except for those mailings specifically designated as bulk mailing by metering</i> ”. Does the SCC currently have a postage permit? Does this mean the IFB is requiring a contractor to front the postage and then bill the SCC?	<p>Yes, the SCC does have a postage permit currently.</p> <p>Yes, the requirement is for the Contractor to cover the postage cost and include the cost in their invoiced services to the SCC.</p>

13	<p>Page 13, Corporate Notice of Termination, Cancellation or Revocation (Fee) and Notice of Termination or Revocation (Annual Report) (Exhibit 3) – it states the following: <i>“Two complete sets of these letters shall be printed. One set shall be mailed as usual and the other shipped in bulk to the Office of the Clerk.”</i></p> <p>This seems to be a waste of paper, is this necessary?</p>	<p>Yes, this is a requirement. If and when the SCC is ready to accept images in lieu of printed images we will work with the vendor to transition away from paper.</p>
14	<p>Does the SCC have actual samples of the Notices and Envelopes available to the Contractor?</p>	<p>All notices and envelopes have been redesigned during this contract period; therefore, the SCC cannot provide samples. The new redesigned notices are reflected in the IFB.</p>
15	<p>Would the SCC consider going to a #10 outgoing mailing Envelope?</p>	<p>No</p>
16	<p>a. Regarding the 6” x 9 ½” Envelopes, how many are different?</p> <p>b. Is it just the printing on the outside of the envelope that is different?</p> <p>c. Is the Window on the Envelope in the same position?</p> <p>d. Is the text on the envelope printed in all black ink?</p>	<p>a. Three</p> <p>b. Yes</p> <p>c. Yes</p> <p>d. Yes</p>
17	<p>The IFB reflects that the envelope for the Return Statement of Annual Registration Assessment Fee Notice Envelopes for all entities are all a “no window” envelope, is this correct?</p>	<p>Yes</p>

18	Will the Envelope for the Return Statement of Annual Registration Fee Assessment Notice all be the same or will they be unique?	Each entity type will be unique.
19	Will the Envelope for the Return Notice of Impending Termination/Cancellation Envelope be the same?	The return envelopes for statement of annual registration assessment notices are of the same size but the envelopes will be unique by entity type. (LP, LLC & corporation).
20	Would it be okay with the SCC if the Contractor wants to add control codes/insert bar-code for tracking purposes on the front, side or back of the notices?	Yes, that is acceptable. We currently allow this on the side of our notices. As long as the placement of the control/insert barcodes does not interfere or restrict the SCC material that is to be printed. The SCC will need to approve the placement of all vendor tracking control/barcodes.
21	Is the SCC amenable to working with the Contractor to use the Contractor's website for the process to streamline the emailing and proof of acceptance process as required in the IFB?	The SCC is amenable to working with the Contractor to streamline this process as indicated.
22	Page 8, Paragraph 16. States " <i>All Notices shall be mailed or shipped within five (5) workdays after the Contractor receives approval of the print proofs from the Office of the Clerk.</i> " So what you are saying is once the SCC approves everything, the Contractor has five (5) days to produce everything, correct?	Yes